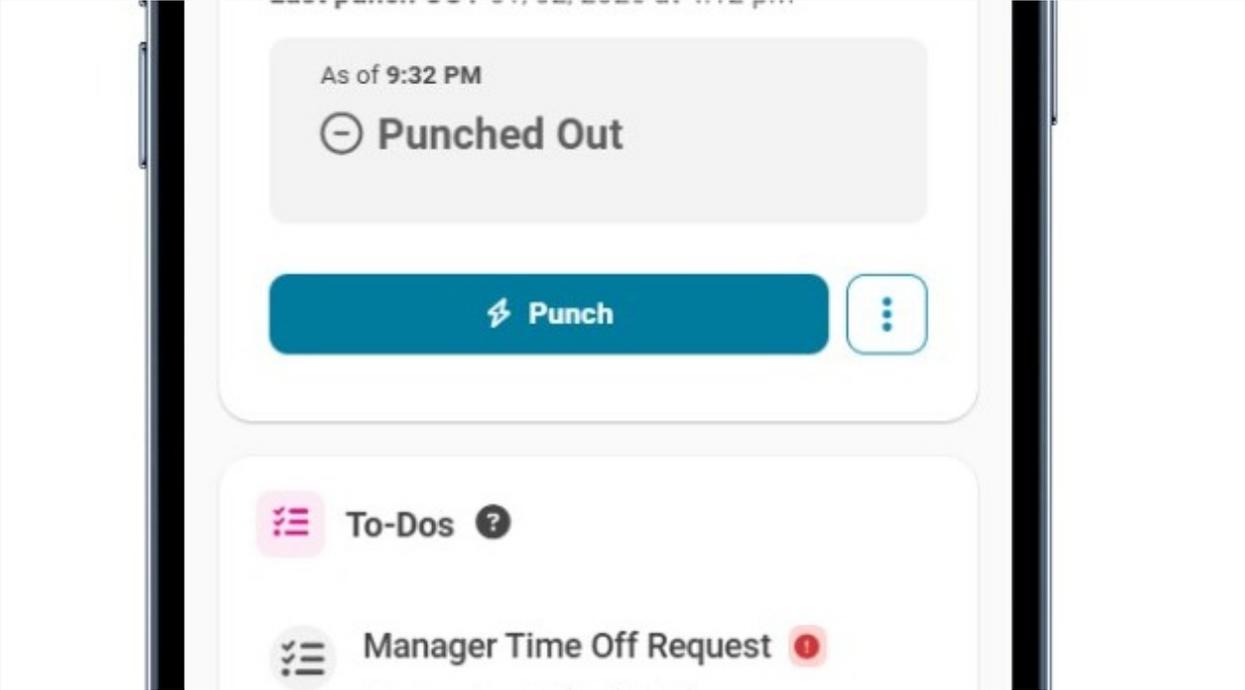# Approve Expenses in isolved Mobile as Manager
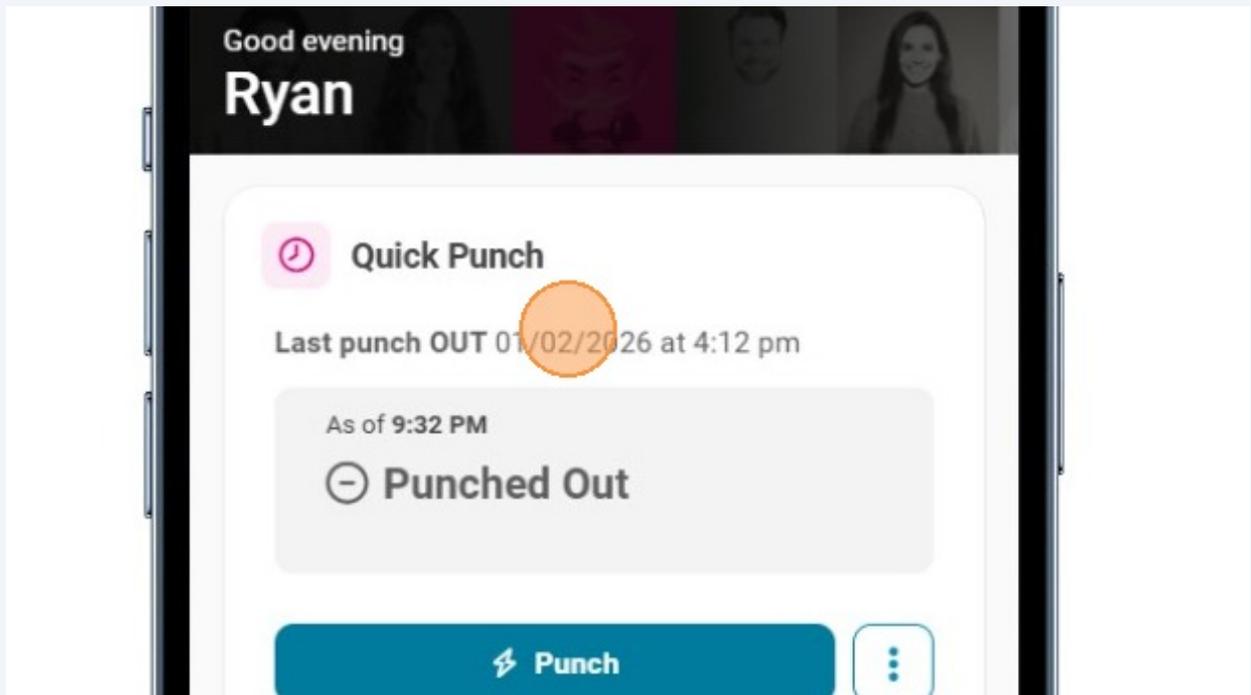
This guide walks through approving expenses in the app
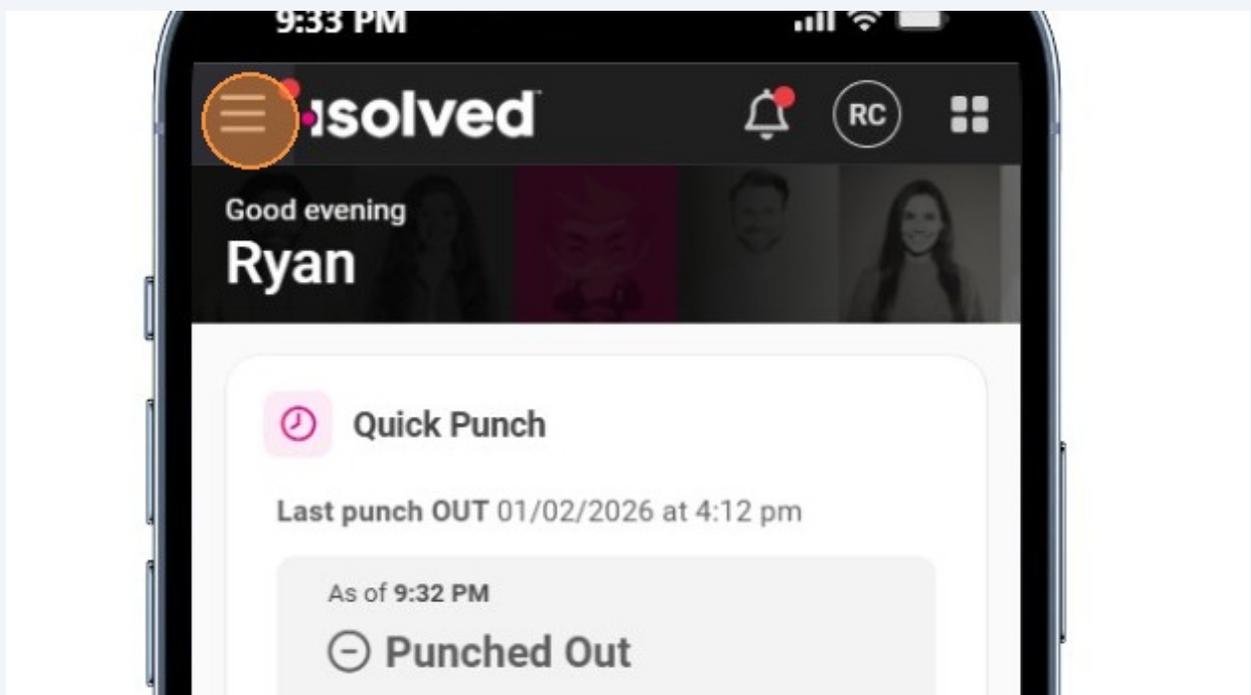
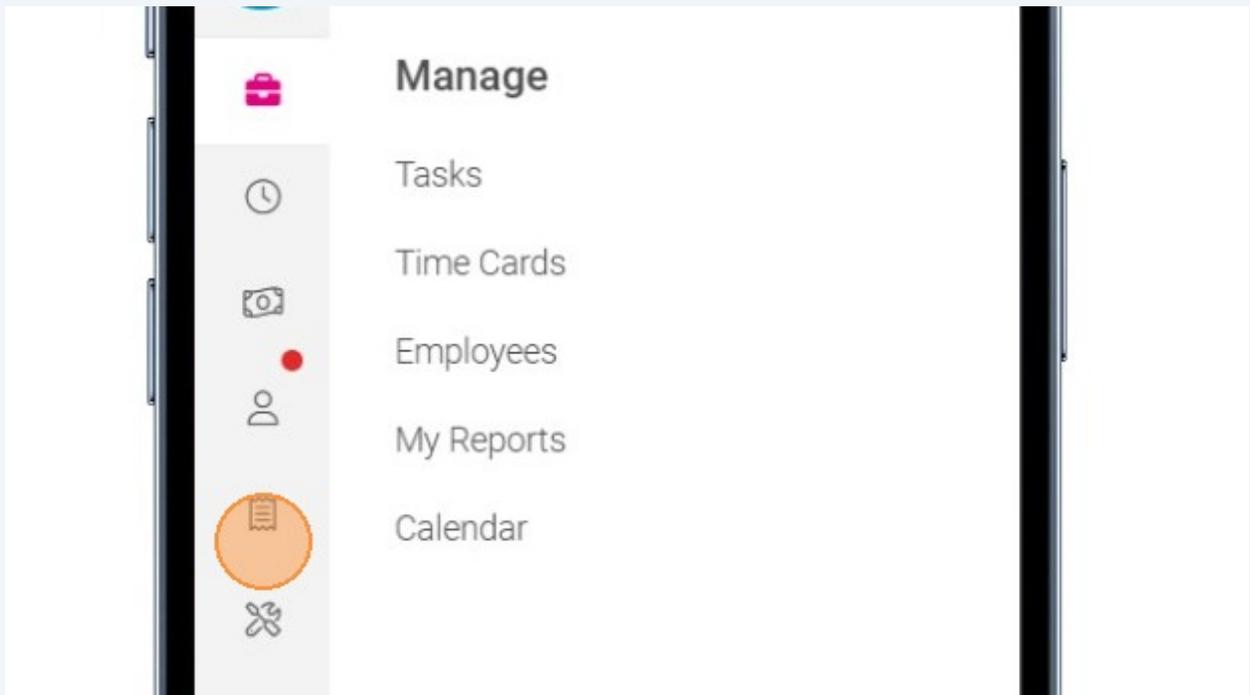**1**   Navigate to **https://aee.myisolved.com/home**
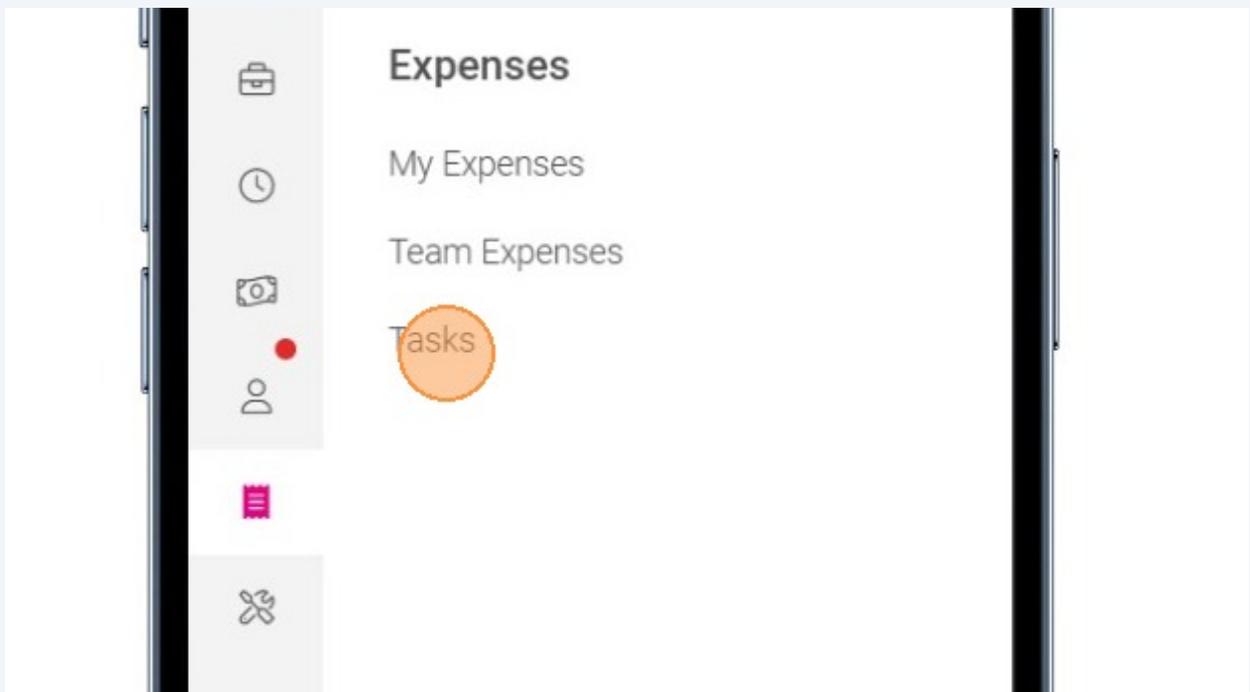
2 Click "Quick Punch"

3 Click the Menu in the top left

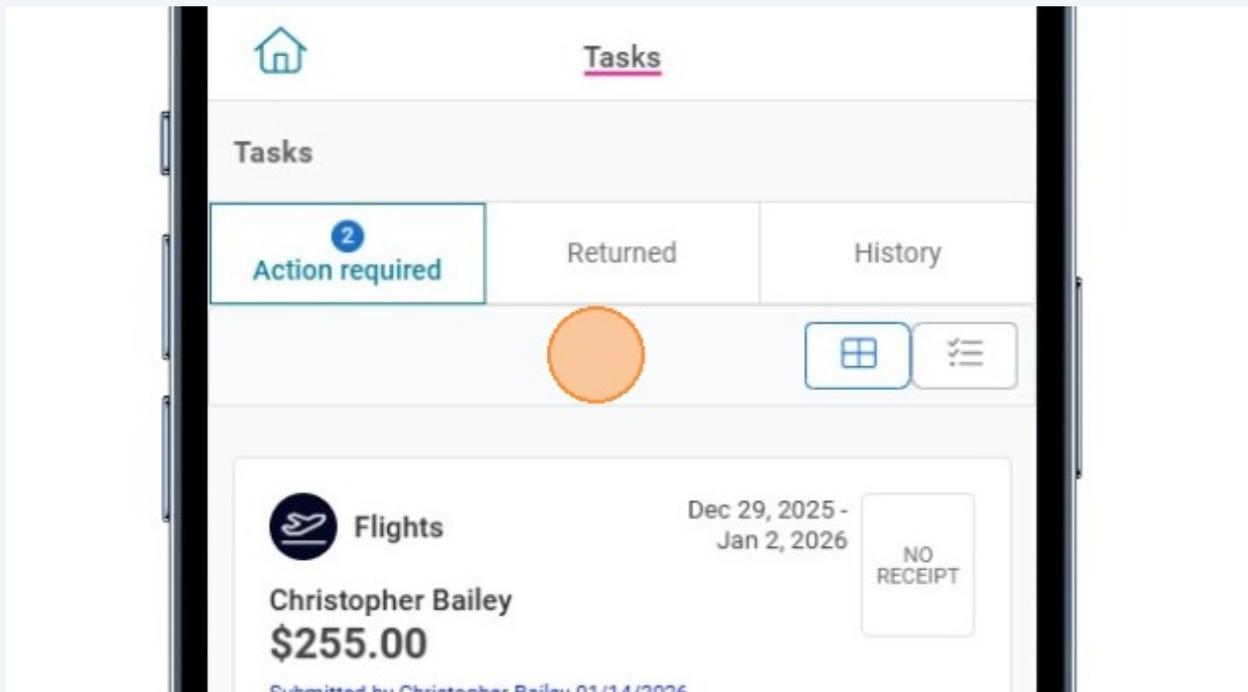**4** Click the Expenses Button (the receipt)

5 Click **Tasks**

6 Here you can see the tabs to choose which receipts you'd like to see. If you have expense to approve, you'll be notified but you'll also see **Action Required** here.

7 On the receipt you'd like to review, you can click the receipt to download, Click View to see more detail, or at the bottom you can **Reject**, **Return** to the employee, or **Approve**.
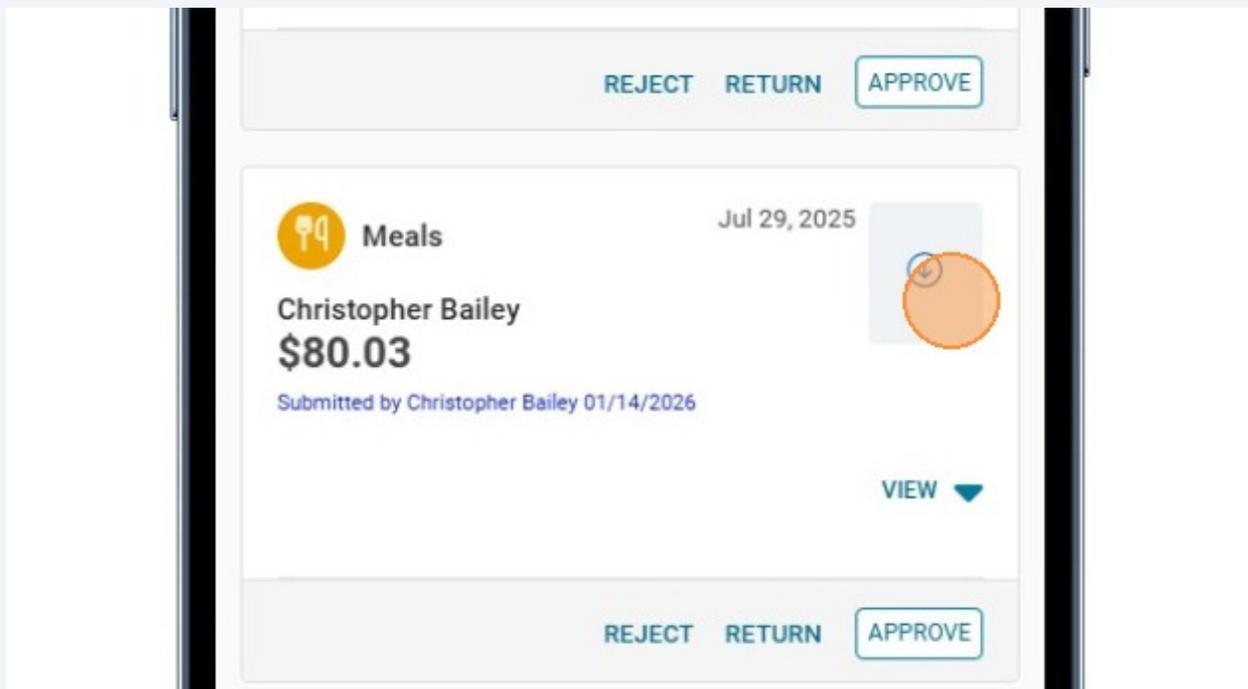
8 After you approve you'll see "Expense has been approved"